

2004 - BLM - Alaska Fire Service - 2004
Information Sheet for Single Resource EFF

You have been hired as an EFF by BLM-Alaska Fire Service (AFS), located on Fort Wainwright, a federal Army Post. Everyone who works for AFS on Fort Wainwright, or who uses its facilities, must follow both Army and BLM regulations while on Post. There are also rules regarding your rights, benefits, pay, travel and injury compensation. Ask your supervisor if you have questions or need more information.

Fort Wainwright Army Post Information

- Access to Fort Wainwright is restricted to personnel with a military decal and valid government ID. Other personnel must be on the access list AFS provides to the Provost Marshall. You will be required to show vehicle registration, proof of insurance, and valid driver's license to obtain a temporary pass at the main gate.
- BLM-AFS can no longer issue temporary vehicle passes. If you don't have a military decal, you will be required to obtain a temporary pass from the Provost Marshall.
- All vehicles are subject to a random search. Always carry your proper ID. Seatbelts are required and traffic laws are strictly enforced. Watch out for and obey the Aircraft Approach and Departure Warning and Stop lights at both ends of the airstrip.
- Drive 10 miles per hour when passing joggers.
- Bicyclists must wear helmets, and dismount when crossing railroad tracks. Runners and/or joggers must wear yellow reflective running belts. No headphones are allowed for bicyclists, joggers or while operating any vehicle. Motorcycles are strictly regulated.
- Weapons are strictly regulated. Federal alcohol and controlled substance laws apply.

Human Resource and Pay Information

- You must have acceptable personal ID and complete all required hiring documents within three days, in order to be paid. You will be released if you don't comply.
- Your job depends on the nature of the emergency incident situation and you will be released when your services are no longer needed.
- You must observe BLM's Equal Employment Opportunity policy of Zero Tolerance for Sexual Harassment.
- You must work safely at all times. You may be issued Personal Protective Equipment (PPE), such as Nomex pants, shirts, hard hat, etc., if necessary for the position.
- Return PPE to the issuing office; keep your copy of the Issue and Return records. You may be charged for PPE items you do not return.
- You may be required to work 8-16 hours per day, up to seven days per week. You may be given unpaid days off during your term of hire.
- You must park only in designated areas or where directed by your supervisor. You will not normally be allowed to take your personal vehicle to a road-system fire camp.
- While working at AFS, you may purchase meals at the AFS Dining Hall for yourself (\$6.00 cash).
- You are not eligible for Commissary, unless you are assigned to an incident.
- Coverage for on-the-job injuries is provided. **Report an injury to your supervisor within 24 hours of occurrence.** Your supervisor will advise you of the established AFS policies and procedures for on-the-job-injuries.
- Your pay rate depends only on the job you are hired to do, not on your education, experience level or other qualifications. All hours worked are paid at one of the "straight time" rates shown below.
- EFF wages do NOT qualify for unemployment benefits.
- Federal and state income taxes are withheld based on information you provide, or, if you don't provide the information, taxes are withheld at a default rate (single, zero exemptions, 28%).
- You must notify Financial Services (FS) if your withholding information or address changes, to avoid delay or loss of your Wage and Earning Statements (WES), check or W-2.
- If you work at AFS, pay periods close on the 15th and the last day of each month. Your supervisor will start a new timesheet (OF-288) if you are still working. AFS processes your pay from ORIGINAL time documents only.
- You can expect payment approximately two weeks after the pay period or the incident assignment ends. All payments are made by either Direct Deposit or a Treasury check mailed to your address of record.
- If you are hired to work on Fort Wainwright in a support position or hired as a single resource dispatched to an incident, you are required to complete the clearance process upon termination/release. Failure to do so will delay processing of your final OF-288 for payment.

2004 Alaska EFF Pay Rates				
AD-1 \$14.56	AD-2 \$16.60	AD-3 \$18.24	AD-4 \$20.44	AD-5 Negotiated rate, not to exceed \$35.00

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Financial Services (907) 356-5780 * AICC (800) 237-3633

Attachment 4

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Some jobs require you to work in a field or emergency incident (including fire camp) setting. Normal length of assignment will not exceed 14 days, excluding travel. You may be extended in certain situations.

Dispatch and Packing

- FS provides you a copy of your Incident Order and Request Number (O#).
- You may be required to take and pass the Work Capacity Fitness Test before you are dispatched.
- You must take enough clothing and personal gear (PG) to last a minimum of 14 days.
- If your PG is damaged or lost due to government action or negligence, you may submit a claim for reimbursement to AFS. Report the claim to the local agency or incident. Return signed original forms to FS.
- Personal electronic devices (i.e., laptop computer, cell phone, etc.) are not authorized for government use.

Required PG Items		Recommended PG Items	
Backpack or Duffel Bag	Pants, Shirts (long sleeve), extra Socks (both cotton and wool are suggested)	Alarm Clock, Flashlight	Personal Hygiene Items
Boots, 8" Leather, Lace-up (no steel toes)		Cap, Hat, Gloves	Sneakers or Camp Shoes
Rain Gear	Warm Jacket	Layers for warmth - from Tee-shirts to Sweatshirts	Tent (2 person size)
Prescription Medications for up to 14 days			

Travel Information

- Subsistence (transportation, food and shelter) will generally be provided by BLM or another federal or state agency.
- In Alaska, Subsistence food may consist of military rations (MRE's) for the first three days, followed by fresh food you cook over a fire pit. Lower 48 or large Alaska road-system fire camps usually provide catered meals.
- Subsistence shelter may consist of a sleeping bag and plastic sheeting to construct a tent-like shelter.
- If Subsistence is not provided, you may be reimbursed for your valid, allowable travel expenses through the travel voucher process. Per Diem rates include maximum local lodging and meal rates; obtain the rates from the AFS Travel Clerk before you go. Submit original ticket copies, hotel, rental car and fuel receipts, and appropriate documentation for reimbursement.
- You should have a personal credit card or other means to provide for your meals and lodging when on a single resource, Lower 48 assignment. Other travel guidelines are below:
 - ✓ Never purchase commercial ground or air transportation tickets yourself. The responsible dispatch office should provide your transportation. Contact the Alaska Interagency Coordination Center (AICC) for assistance if you encounter difficulties (see telephone number at bottom of the opposite page).
 - ✓ If your Resource Order states a rental vehicle is required for the job, contact the incident agency and ask they procure a vehicle for you. By using your personal credit card to rent a vehicle, you are not covered by Government Rental Insurance and you are taking on personal liability in the event of loss or damage.
 - ✓ If you do use your personal credit card to rent a vehicle, you will be reimbursed **only if your Resource Order specifies that one is required**. The Collision & Loss Damage Insurance is **not** a reimbursable expense.
 - ✓ Request the local dispatch office to obtain your lodging and arrange meals, to reduce your cash outlay.
 - ✓ You are not authorized reimbursement for personal telephone calls. Business calls will be reimbursed with appropriate documentation.

Miscellaneous Incident Assignment Information

- You are not eligible for a paid day off upon return from the assignment. A paid day off may be provided at the incident base camp, at the discretion of the Incident Management Team.
- If you deviate return travel home, your pay and Government provided transportation entitlement stops at the point of deviation.
- In the Lower 48, Contract Commissary may be available on a cash or credit card basis.
- To be reimbursed for required miscellaneous purchases in connection with your assignment, you must obtain an Incident Order and Request Number from the incident (i.e. S# for office supplies), retain the original receipts and see FS for the reimbursement process.
- If you are injured or become ill while you are on incident assignment, notify your on-site supervisor and complete the required forms. Submit original medical paperwork to FS.
- The receiving agency or emergency incident may change your position, if you are qualified. Alaska rates differ from Lower 48 rates and are posted on the Internet at fire.ak.blm.gov. The promotion, change in position, or change in rate must be documented in Block #23 of the OF-288.
- The Finance Section keeps your OF-288 until you are released. You will not be paid until you return from the assignment

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Field, Incident and Lower 48 Information for Single Resource EFF

and submit your original time documents. Do not allow the local agency to process your pay!

- You are required to submit your OF-288 and the Single Resource Emergency Firefighter Clearance Sheet to FS within **one working day** of your return from incident assignment.

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